

EDITED TASK LISTING

CLASS: ACCOUNTANT TRAINEE

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Establishes accounts and records into California State Accounting and Recording System (CALSTARS) in order to enable the accounting office staff to input and record various accounting events and transactions, in turn enabling accounting office staff to process vendor and employee payments, conduct monthly reconciliations, effect cash control, prepare financial statements, ensuring compliance with State laws, rules and regulations, Government Code (GC), State Administrative Manual (SAM), Government Claims and Victim Compensation Board rules, Departmental Operations Manual (DOM), Generally Accepted Accounting Principles (GAAP), etc., by utilizing various resources (e.g., personal computer (PC), CALSTARS terminals and manuals, State laws, rules and regulations, Government Code (GC), State Administrative Manual (SAM), Government Claims and Victim Compensation Board rules, Departmental Operations Manual (DOM), CALSTARS, GAAP, etc.) as directed by control agencies and the California Department of Corrections (CDC) accounting policies and procedures section.
2.	Maintains accounts and records in CALSTARS in order to enable the accounting office staff to input and record various accounting events and transactions, in turn enabling accounting office staff to successfully and correctly process vendor and employee payments, conduct monthly reconciliations, effect cash control, prepare financial statements, ensuring compliance with State laws, rules and regulations, GC, State Administrative Manual (SAM), Government Claims and Victim Compensation Board rules, DOM, GAAP, etc., by utilizing various resources (e.g., PC, CALSTARS terminals and manuals, State laws, rules and regulations, GC, SAM, Government Claims and Victim Compensation Board rules, Departmental Operations Manual (DOM), CALSTARS, GAAP, etc.) as directed by control agencies and the CDC accounting policies and procedures section.
3.	Learns agency activities (e.g., departmental and accounting office missions, rules and regulations, policies and procedures, etc.) and departmental systems (e.g. CALSTARS, ITAS, and ADHOC systems, etc.) and central fiscal control activities (e.g., reconciliations, year end statements, internal controls, audits and reviews, etc.) in order to effectively perform their professional accounting duties, assist other accounting office staff in the performance of their duties, assist internal and external users in interpreting and understanding accounting information provided by the accounting office, provide accurate and timely information to institutional and departmental management and to ensure compliance with State laws, rules, regulations, GC, SAM, Government Claims and Victim Compensation Board rules, DOM, GAAP, etc. utilizing various resources (e.g., PC, CALSTARS and ITAS terminals and manuals, State laws, rules and regulations, Government Code (GC), SAM, Government Claims and Victim Compensation Board rules, DOM, GAAP, office procedures, state, departmental and office training, etc.) under close supervision.

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4.	Communicates with control agencies, program personnel, vendors, departmental employees, inmates and the public in fiscal control activities to provide and facilitate the exchange of information, and resolution of problems, etc. utilizing various resources, (e.g., PC, e-mail, conference calls, meetings, written memorandum, correspondence, Title 15, DOM, SAM, various reports, etc.) as needed and/or required by state regulations and departmental policies.
5.	Reconciles monthly bank statements with the State Treasurer's Office (STO) to account for all disbursements and receipts including those in transit, and to identify, account for and correct any discrepancies between CALSTARS and the STO records utilizing various resources (e.g., CALSTARS, ITAS reports and manuals, STO statement, SAM, GC, Excel, PC, ten-key calculators, etc.) on a monthly basis as mandated by SAM.
6.	Performs SCO reconciliation (e.g., compare account balances and entries, identify and correct reconciling items in a timely manner) for CDC in order to ensure the account records are in agreement with the SCO utilizing various resources (e.g., SCO Agency Reconciliation report (tab run), journal entries, ten-key calculator, CALSTARS reports, spreadsheets, etc.) on a monthly basis in accordance with SAM.
7.	Provides technical assistance to accounting office staff and others to ensure the appropriate interpretation of rules and regulations governing accounting office functions, to ensure consistency and accuracy in implementing accounting office policies and procedures, and assists accounting staff to remain current with their assignments utilizing various resources (e.g., e-mail, telephone, conference calls, meetings, training, written memorandum, correspondence, Title 15, DOM, SAM, accounting office policies and procedures, etc.) as needed under close supervision.
8.	Provides training for accounting office staff and others to increase and broaden their knowledge, skills, and experience in their respective areas, to ensure compliance with State laws, accounting policies and procedures, laws, rules, regulations, GC, SAM, Government Claims and Victim Compensation Board rules, DOM, GAAP, to ensure consistency, accuracy and timeliness of output by accounting office staff and others utilizing various resources (e.g., e-mail, telephone, conference calls, meetings, written memorandum, correspondence, DOM, SAM, accounting office policies and procedures, etc.) as needed under close supervision.
9.	Posts journal entries for Vacation Trust deductions into CALSTARS ensuring journal entries match personnel deductions as shown on the Personnel Deduction Report and Payroll Warrant Register to reflect monies owed to labor unions on behalf of casual employees involved with construction projects with the department utilizing various resources (e.g., various personnel reports, tab run, journal entry, CALSTARS, union invoices, etc.) on a monthly basis.

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10.	Processes claim schedules to the SCO in order to pay a variety of obligations such as Casual Employee Vacation Trust, departmental use tax to the Board of Equalization (BOE), stale dated checks utilizing various resources (e.g., CALSTARS manual, terminals and reports, PC, laws, rules, regulations, GC, SAM, various personnel reports) as mandated by GC and SAM.
11.	Responsible for Institution used tax returns in order to report and remit used/sales tax to the BOE utilizing various resources (e.g., various CALSTARS reports, SAM, GC, PC, etc.) as mandated by GC and SAM.
12.	Prepares monthly Activity Report for the accounting office to document office productivity and effectiveness in utilizing resources to minimize penalties paid and discounts taken utilizing various resources (e.g., batch control logs, CALSTARS reports, claim schedule control log, check logs, internal reports, PC, etc.) on a monthly basis per Financial Services Division.
13.	Prepares monthly Penalty Report in order to account for the number, amount and type of penalties, and reasons for each penalty paid by the accounting office during the month utilizing various resources (e.g., CALSTARS reports, PC, penalty calculation form, etc.) on a monthly basis per Financial Services Division.
14.	Prepares various written documents (e.g., reports, correspondence, procedures, memorandums, letters, etc.) to request and/or provide information to others, to provide documentation, gain approvals, etc., utilizing various resources (e.g., PC, CALSTARS, ADHOC reports, SAM, etc.) as needed.
15.	Orders reports in order to gather, analyze, monitor, review and verify information, provide information to others, and to provide documentation utilizing various resources (e.g., ITAS, CALSTARS, ADHOC systems, etc.) as mandated or needed.
16.	Reviews CALSTARS, ADHOC reports to certify availability of funds, identify abnormal balances, monitor encumbrances, monitor expenditures, monitor reportable payments and daily error file to ensure accuracy of accounting system information, and to analyze and correct any potential errors and discrepancies and ensure compliance with state and departmental rules and regulations utilizing various resources (e.g., CALSTARS, ADHOC, etc.) as mandated or needed.
17.	Prepares Plan of Financial Adjustment (PFA) instructing SCO to move expenditures from the clearing account to the affected appropriations, to ensure accurate recording of expenditures to the appropriate ultimate fund utilizing various resources (e.g., CALSTARS, PC, etc.) on a monthly basis.
18.	Assists in conducting fiscal reviews and audits of the effectiveness of internal controls, cash controls, separation of duties, and to ensure the protection of state assets and credibility of financial statements utilizing various resources (e.g., SAM, departmental work plans, GC, various reports, PC, etc.) as needed or mandated.

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19.	Performs monthly fixed assets (e.g., land buildings, equipment, etc.) reconciliation for CDC institutions and divisions to ensure the account records are in agreement with CALSTARS reports, property control system listing, Department of General Services (DGS), Real Property balances, etc. utilizing various resources (e.g., spreadsheets, ten-key calculator, etc.) in accordance with SAM, GAAP, and Financial Information Memorandum (FIM).
20.	Prepares cash remittances to STO in a timely manner to accurately report cash receipts by type, fiscal period and appropriation utilizing various resources (e.g., CALSTARS reports, ten-key calculator, remittance advice transmittal form, etc.) in accordance with SAM.
21.	Posts journal entries in a timely manner to CALSTARS to accurately record transactions posted by various control agencies (e.g., SCO, STO) utilizing source documents in accordance with SAM.
22.	Prepares invoices on a timely basis to bill for services provided by CDC (e.g., governmental agencies, private vendors, inmates, etc.) utilizing various resources (e.g., contracts, policies and procedures, ten-key calculator, source documents) in accordance with SAM.
23.	Spreads overtime and temp help based on analysis from the budget analyst to accurately report the source and cause of the expenditure utilizing various resources (e.g., CALSTARS reports, budgetary reports, ten-key calculator, PC, etc.) on a monthly basis.
24.	Records the allocation received by the operating organization (headquarters accounting) by appropriation symbol, fund and budgetary sequence to tie allotments/budget plan to the allocation order utilizing various resources (e.g., CALSTARS, source documents, etc.) as needed.